



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF ADMINISTRATIVE OFFICER

Class No. 002109

■ CLASSIFICATION PURPOSE

To perform overall management in maximizing the capacity of County government to deliver a wide variety of services meeting the social, health, and safety needs of the County's citizens; and to provide program and financial decision making support to the Board of Supervisors that is policy based and advances the goals and visions for the Board.

■ DISTINGUISHING CHARACTERISTICS

The Chief Administrative Officer acts under the administration of the Board of Supervisors and is subject to its direction.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Provides overall administrative leadership, supervision, and control of County business.
2. Directs and coordinates, through departments and offices, all County program planning, development, and implementation.
3. Directs the preparation, review, presentation, and control of all County and special district budgets.
4. Provides program and financial decision making support to the Board of Supervisors.
5. Allocates financial resources within Board policy.
6. Presents reports and gives recommendations to the Board of Supervisors and other legislative organizations.
7. Represents the County and acts as liaison with other public and private agencies, committees, and task forces, and provides information to the media, public, and agency representatives on County-wide activities or issues.
8. Supervises subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Policy and procedure development and implementation related to County-wide programs, activities, and operations.
- The General Management System in principle and in practice.
- Principles and theories of public administration including general administration, human resource management, fiscal management as applied to the overall management of a local governmental entity.
- Federal and State legislative processes and funding practices related to local government.
- County customer service objectives and strategies.

Skills and Abilities to:

- Provide overall administrative leadership, supervision, and control over a large governmental entity providing a wide variety of health, social and safety/protection services to the public.
- Direct the preparation, review, presentation, and control of all County and special district budgets.
- Provide decision-making and program support to a local government's legislative authority.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on County-wide activities, functions, and issues.
- Communicate effectively orally and in writing.

- Establish effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media and other agencies representing diverse cultures and backgrounds.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience are: a bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field; AND, five (5) years management experience within a large entity to include public administration, human resource management and fiscal management. Experience must have included responsibility as a manager of a large company, or a large division within a company; or have served as a general manager for a public agency, or a department/division within a large public agency, overseeing multi-functional operations. A graduate degree in a related field is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

New: March 15, 1951
Revised: April 17, 1992
Reviewed: April 2004